

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106265
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Real Estate Leasing & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005700          JOB CODE TITLE Program Administrator 2          JOB CODE 63123	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Program Administrator 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005699 Real Estate Administrator 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type	Bargaining Unit 22  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			Report in location subject to change
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	75	Acts for Real Estate Administrator in coordinating all appraisal activities for Real Estate's customer agencies, boards, commissions, colleges & universities, formulating & implementing Real Estate Appraisal & Tax Exemption Program procedures & policies: plans, writes & implements section goals related to Real Estate Appraisal & Tax Exemption Program; conducts appraisal evaluation for DAS & customer entities; reviews & evaluates appraisal activities conducted by outside appraisal firms for boards, commissions, colleges, universities & state agencies to assure that such work complies with state and federal regulations & procedures; analyzes & evaluates real estate data (e.g., comparable properties for cost estimates, statistical data related to real estate market factors and conditions, etc.); establishes market value of real estate being acquired or sold by state & issues market opinion letters; serves as liaison between customer entities & independent appraisal firms; serves as Tax Exemption Expert for Real Estate; processes real estate tax exemptions for properties sold through & under jurisdiction of DAS; provides input & guidance on administrative decisions; attends & provides expert testimony at controlling board & legislative sessions.	Knowledge of (1) real estate drawings (e.g., plat/tax maps, blueprints); (2) commercial real estate (e.g., sales, property management, acquisition, appraisal/title review); (3) human relations; (4) real estate practices, procedures & law; (5) agencies policies & procedures;* (6) government structure & process;* (7) business administration (e.g., structure of organization). Skill in (8) use of a personal computer & associated hardware/software (e.g., MS Word, Excel, Microsoft Office Outlook *); (9) mathematical calculations (e.g., fractions, decimals, percentages). Ability to (10) define problems, collect data, establish facts & define valid conclusions; (11) maintain accurate records; (12) originate real estate documents & correspondence to complete transactions; (13) prepare meaningful, concise & accurate reports; (14) proofread technical materials, recognize errors & make corrections; (15) handle routine & sensitive telephone inquiries from officials & general public; (16) cooperate with co-workers on group projects; (17) prioritize projects, multi-tasks & manage time; (18) initiate projects without direct supervision.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenke</i>	DATE 1/5/12

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